

 <small>ON A MISSION TO MODERNIZE</small>	<h2 style="text-align: center;">Policy Content Review (Draft) (A12)</h2>			Project Charter DRAFT 1/17/2012	
SECTION 1: Project Summary					
Concept Definition	Perform a review of selected policy and procedures to identify opportunities for improvement.				
Program	Admin	Project Lead	Mary Anne Griss		
Exec. Sponsor	Dee Porter	Sponsor	Scott Burford		
SECTION 2: Vision Alignment					
Problem	Anecdotal information describes policy and procedures that do not make sense in today's environment. As a result we may have policies and procedures that increase cost, delay projects, add bureaucracy, and inhibits problem solving.				
Goal	Eliminate or revise department policies and procedures that do not add value, that unnecessarily increase cost, delay projects, add bureaucracy, and inhibit problem solving.		Measurable Benefit Target		
Scope	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Includes: - Administrative rules, minute orders, policies/Directives, manuals, SOPs - Develop criteria and process for reviewing policies and procedures - Perform a critical review of "Selected" policies testing the criteria and process - Develop a plan for reviewing all remaining department policies and for future periodic re-evaluations - Execute the plan using additional resources as necessary - Recommend a prioritized list of policies that need to be revised or eliminated </div> <div style="width: 48%;"> Excludes: - Legislation </div> </div>				
Associated Goals / Visions / Recommendations	Source / ID#	Text			
SECTION 3: Execution Detail					
Related Efforts / Risks	Assess and Streamline Policy Development Process (Draft)				
Tailoring	Tailoring Tier	Org Impact	Project Size	Complexity	Execution Risk Rating
Forecasted Milestone Schedule	Phase Completion Tollgate	Date	Approach Overview:		
	Concept Definition				
	Concept Validation				
	Design				
	Build				
	Implement				
Team Members	Name	Role	Name	Role	
	Mary Anne Griss	Project Lead			
	Debra Lyon	Team Member			
	Susan Tutt	Team Member			
	Bob Jackson	Ad-hoc Team Member			
	Benny Ybarra	Ad-hoc Team Member			
	SME	Ad-hoc Team Member			
	Beth Gilbert	Team Member			
	Joanne Wright	Team Member			
SECTION 4: Change Management Assessment					
Audience	Impact	Stakeholder	Concern(s)		